



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK**

**ELECTRONIC CASE FILING LIVE SYSTEM
ATTORNEY PASSWORD APPLICATION**

Part II. Terms and Agreement

1. I will employ the Electronic Case Filing System for cases filed in the United States Bankruptcy Court for the Eastern District of New York.
2. I will meet all hardware and software requirements disseminated by the Court for system use. I understand that the current minimum requirements for filing documents over the Internet are: a personal computer running Apple OSX, Windows 10/8/7; an Internet provider using dial-up or broadband; Mozilla Firefox, or Microsoft Internet Explorer, or Apple Safari; Adobe Acrobat to convert word processor formatted documents to portable document format (PDF); and a document scanner. A PACER login and password are needed to view or print documents from this system and can be obtained by calling the PACER Service Center at 1-800-676-6856 or by visiting its website at: <https://www.pacer.uscourts.gov/>.
3. In compliance with the [Electronic Filing Procedures General Order #559](#), once I receive my password, I will make every reasonable effort to electronically file documents. If I am unable to electronically file, documents will be submitted to the Court in PDF, either on diskette, CD or DVD. Paper filings hand delivered to the Court will be scanned by the delivering party.
4. I understand that receipt of a password and access to the ECF system for the United States Bankruptcy Court, Eastern District of New York, is contingent upon completing this Attorney Password Application. At the Court's discretion, I may be required to attend an in-person training class.
5. Each use of my password for filing documents will meet the requirements of Federal Rule of Civil Procedure 11, Federal Rule of Bankruptcy Procedure 9011, and E.D.N.Y Local Bankruptcy Rule 9011-1. I understand that the use of my password together with my electronic signature constitutes my signature on the document. **I agree that at no time I will share my password with any other party to file a bankruptcy petition.** If I electronically file a document for a party within my firm, I understand it is my

responsibility to maintain a copy of that document bearing the signer's signature in my records.

6. Sharing CM/ECF filing credentials and PACER account credentials with a third-party service provider or designating that provider as a secondary recipient of a Notice of Electronic Filing or Notice of Docket Activity (NEF/NDA) will give it access to sealed case information and documents, in violation of court order. You are urged to use caution in your computer security practices to ensure that sealed documents to which you have access are not disclosed. Fee exempt users should not share the documents they obtain from PACER under the exemption, unless expressly authorized by the court.
7. I agree to protect and secure the confidentiality of my password. Therefore, if I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the Court in writing. Moreover, it is my responsibility to keep my account information current under Utilities/Maintain Your ECF Account, by immediately electronically updating any change in my firm affiliation, address, telephone, fax or email address.
8. I understand that the issuance of a password to me constitutes a waiver of conventional service pursuant to the [Electronic Filing Procedures General Order # 559](#). I agree to accept a Notice of Electronic Filing by hand, facsimile, first class mail or authorized e-mail in lieu of conventional service. Moreover, I will use the automatic e-mail notification feature of the Electronic Case Filing System wherever feasible.
9. Notwithstanding No. 5 herein, conventional (paper) service is required in all non-electronic filings on foreign, state, or local governments, as well as the United States and its agencies, in full compliance with Federal Rules of Bankruptcy Procedure 2002(j), 7004(b)(4)(5)(6) and 4(i)(j) of the Federal Rules of Civil Procedure.
10. In compliance with the [Electronic Filing Procedures General Order #559](#), I understand that if documents being submitted electronically have lengthy exhibits, the filing of relevant excerpts of the exhibits are preferred and permitted without prejudice to my right to file additional excerpts or the complete exhibits with the Court at any time.
11. I understand that I will pay for all fee-related Internet filings through the Court's Internet payment process (Pay.gov). I understand that I must use a valid Visa, MasterCard, Discover, American Express, credit or debit card, or a business or personal savings or checking account to pay for fee-related filings.
12. I understand that I will be required to pay for all fee-related filings by midnight of the day of filing, and that any failure to pay the fees due may result in revocation of my ECF password.